

COMMISSION ON TEACHER CREDENTIALING

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OFFICE OF THE EXECUTIVE DIRECTOR

04-0011

DATE: December 9, 2004

TO: All Individuals and Groups Interested in the Activities of the California Commission on Teacher Credentialing

FROM: Sam W. Swofford, Ed.D.
Executive Director

SUBJECT: Implementation of Standards of Quality and Effectiveness for Single Subject Matter Preparation Programs in Art, Languages Other Than English, Music and Physical Education

New Standards of Quality and Effectiveness for Single Subject Matter Preparation Programs in Art, Languages Other Than English, Music and Physical Education were approved by the Commission on May 6, 2004. The Commission also adopted a two-year Implementation Plan for the transition of all approved Single Subject Matter Preparation Programs to these new standards within the time frame specified by the Commission.

There will be a two-year implementation period from July 1, 2004, to July 1, 2006, to phase in the new Single Subject Matter Standards. All institutions with currently approved Single Subject Matter Preparation Programs that wish to renew their approval status should submit program documents to the Commission before March 1, 2006, demonstrating how each program meets the applicable new Single Subject Matter Standards. All currently approved programs will sunset on July 1, 2006, but students previously enrolled in these programs have until July 1, 2010 to complete their programs. Once the institution's new Single Subject Matter program has been approved, no new students should be admitted to the "old" program, and no student may be admitted to any "old" program after the sunset date of July 1, 2006. In order to assist institutions in implementing the new Single Subject Standards by the July 1, 2006, deadline, the Commission will be providing technical assistance prior to and during the implementation phase.

A. Transition Guidelines

The guidelines provided below outline the timelines for accepting candidates into currently approved Single Subject Matter Preparation Programs, as well as the time period for candidates

to complete the currently approved preparation programs. Guidelines are also provided for making the transition during the implementation period from the currently approved programs to programs that meet the new standards.

Timelines for Single Subject Matter Preparation Program Approval

The beginning date for the earliest program approval under the new standards was October 5, 2004.

<u>Program Event</u>	<u>Candidate Options</u>
Once the “new” program is approved, no new candidates are admitted to the “old” program.	Candidates are admitted to the new program only.
For programs not yet approved, the last date to admit candidates to the “old” program is 6/30/06.	Candidates may be admitted to the “old” program until 7/1/06. Candidates must complete an “old” program by 7/1/10.

*****Important Note for Blended Programs: Those who currently have single subject blended program approval status will need to renew their subject matter program approvals before the current programs expire. Blended program approvals are based upon approved subject matter and teacher preparation programs. Both program approvals must be current for blended program approval to remain valid.***

B. Submission Dates and Submission Guidelines for Program Documents

Responding to the new Single Subject Matter Standards

The Commission has established a series of dates spanning the two-year implementation period from October 1, 2004, through March 1, 2006, for the submission of program documents. Program sponsors may request the submission date that best fits their individual situations. While the Commission will make every effort to accommodate program sponsors' preferred submission date, some submission dates may need to be adjusted in order to facilitate the document review process. The proposed document submission dates are:

- | | |
|-----------------|------------------|
| October 5, 2004 | June 1, 2005 |
| January 5, 2005 | August 2, 2005 |
| March 2, 2005 | November 2, 2005 |
| | March 1, 2006 |

Program sponsors should note that submission of program documents does not in and of itself constitute program approval. Most program documents will require at least a few revisions, which will increase the total review time. After the program documents are submitted, a panel of qualified peer readers will review the documents. The minimal time for completion of a document review process is at least three to four months. Program sponsors should also note that regardless of the date that program documents are submitted to the Commission, the timelines for program implementation provided in paragraph (A) above will remain the same. Program sponsors should be advised that waiting until the last possible submission date could potentially

result in a temporary loss of program approval status if the program document should need substantial revisions.

Attached to this coded correspondence are the Submission Guidelines for preparing and submitting new program documents to the Commission.

C. Technical Assistance

The Commission is hosting single subject implementation meetings during the period of September 2004-February 2005, and subsequently as needed. These meetings include training in developing high quality program responses to the new standards. The dates, times, registration form and materials for the meetings are posted with the announcement on the Commission web site (www.ctc.ca.gov) for downloading. The document preparation and document review process will be included in the single subject program meetings to provide the opportunity for institutions to develop their own programs with peer assistance and to participate in document reviews.

D. Establishing the Pool of Qualified Reviewers of Program Responses

Subject matter program review is a peer process relying on the informed judgments of experienced program professionals in the respective single subject matter fields. In order to be able to maintain that peer review process in a timely manner throughout the implementation period, and especially during the most heavily impacted timeframes within the implementation period, each institution submitting a Single Subject Matter program for approval under the new standards is asked to provide at least one faculty member to serve on a peer program document review panel. The review process will be explained during the technical assistance meetings conducted by the Commission. The Commission will make every effort to accommodate reviewers' schedules.

E. Single Subject Matter Examination Alternative

California single subject teacher candidates may satisfy their subject matter requirement(s) through passing a Commission-approved subject matter examination as an alternative to completing an approved subject matter program at an IHE. The current Commission-approved subject matter program examinations are the California Subject Matter Examinations for Teachers (CSET). Examinations in Art, Languages Other Than English, Music and Physical Education have been developed and are being administered through NES (National Evaluation Systems). Questions regarding examinations should be directed to Diane Tanaka at exams@ctc.ca.gov.

Questions

If you have questions concerning the implementation of new Single Subject Matter Standards, please call Helen Hawley of the Commission's Professional Services Division between 9 a.m. and 5 p.m. Monday through Friday at (916) 445-8778. You may also email your questions to hhawley@ctc.ca.gov.